

ENGINEERING SERVICES MANAGER

FLSA Status – Exempt

EEO Code – B/Professionals

Class Code – M210

GENERAL DESCRIPTION OF THE DUTIES

This position plans, organizes, and oversees the completion of various engineering projects for the City, and assists the Community Development Director with the development of the engineering program and organization of project staff. The Engineering Services Manager reviews project designs; evaluates and recommends approval of design changes, specifications, and bid documents for compliance with engineering principles, City standards, and/or specific project requirements. This position controls expenditures within limitations of project budget, prepares and maintains related reports, and acts as Community Development Director as required. The Engineering Services Manager has supervisory responsibility for the Engineering Section.

SUPERVISION RECEIVED

This position works under the general direction of the Community Development Director.

SUPERVISION EXERCISED

This position supervises the Engineering Section.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The duties and responsibilities listed should not be construed to be all-inclusive. The essential job duties will include other responsibilities as assigned and required.

1. Develops and recommends project scope for new or modification to facilities. Based on size of project, performs or oversees the performance of planning, design, cost estimating, property acquisition, construction management, start-up, and operation/maintenance preparation services for facility. As appropriate, prepares requests for proposal and evaluates responses. Assembles and manages team of consultants and City staff for project.
2. Supervises Engineering Section staff and plans, organizes, schedules, assigns, and reviews work of technicians and field personnel assigned to specific projects.
3. Develops and recommends goals, objectives, policies, and priorities for Department. Prepares initial operating budget request, including supporting documentation for the Engineering Division and airport operations. Administers the approved budget and oversees the maintenance and monitoring of budgetary controls.
4. Reviews development plans, engineering reports, and impact studies for compliance with City policies and procedures, and recommends development conditions of approval. Calculates and assesses various fees and charges, including system development charges, driveway / sidewalk installation fees, and engineering inspection fees. Prepares development agreements for subdivisions, and other privately constructed public infrastructure improvements.

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5. Analyses, plans, and implements operations and maintenance improvements at the airport.
6. Manages airport improvement projects, and administers related Federal and State grants.
7. Prepares project staff reports and memorandums as required.
8. Works with other government agencies to ensure timely receipt of supporting project funds, including application for funds and preparation of necessary reports.
9. Represents the Department at the Airport Commission, City Council, Planning Commission, or other committee meetings as required.
10. Responds to inquiries and resolves complaints received from the public.
11. Follows all safety rules and procedures established for work areas.

OTHER JOB FUNCTIONS

1. Maintains proficiency by attending training conferences and meetings, reading materials, and meeting with others in areas of responsibility.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge

- Broad knowledge of project and construction management;
- Knowledge of engineering principles and practices;
- Knowledge of cost estimating;
- Knowledge of drafting; and
- Knowledge of the principles and practices of supervision.

Skills

- Skill in establishing and maintaining effective working relationships with individuals who have diverse backgrounds.

Abilities

- Ability to communicate effectively with the public, members of outside agencies, and employees;
- Ability to develop policies and procedures;
- Ability to develop program goals, objectives, and strategies;

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- Ability to identify problems, research and analyze relevant information, and develop and present recommendations and justifications for solutions; and
- Ability to develop and administer a budget.

EDUCATION AND EXPERIENCE

Equivalent to complete four year university education in civil engineering and four years of experience, or any satisfactory combination of experience and training which demonstrates the knowledge, skills, and abilities to perform the above duties.

SPECIAL REQUIREMENTS/LICENSES

None

DESIRABLE EXPERIENCE, TRAINING, CERTIFICATIONS

None

PHYSICAL DEMANDS OF THE POSITION

While performing the duties of this position, the employee is frequently required to stand, sit, communicate, reach and manipulate objects, tools, or controls. The position requires mobility. Duties involve moving materials weighing up to 10 pounds on a regular basis such as files, books, equipment, etc., and infrequently weighing up to 25 pounds. Manual dexterity and coordination are required less than 50% of the work period while operating equipment such as computer keyboard, calculator, and other standard office equipment. Reasonable accommodation will be made to otherwise qualified individuals with a disability.

WORKING CONDITIONS

Usual office working conditions. The noise level in the work environment is typical of most office environments. The amount of the work period involving outdoor work settings (with exposure to a variety of weather conditions) will vary depending on the Department's project workload, but is generally approximately 10 percent.

Approved By _____ Date _____
(Department Director)

Adopted By _____ Date _____
(City Manager)

Established: 08/06

Revised: 09/14